Duties of Timekeeper

As a timekeeper, you may be tasked to do some of the following tasks:

- Print Paper Time documents for employees who are not entering their time via self-service or for employees that need timesheets adjusted.
- Generate some or all of the Time and Labor reports and review the data on the reports.
- Distribute paper time documents; collect signed and dated time documents; and enter data from the time documents into SHARP Time and Labor Timesheets (Also known as Reported Time).
- Monitor timesheet entry of employee self service users to ensure employees have submitted their timesheets and managers have approve the time. You may also monitor timesheet entry to make sure proper codes are being entered throughout the pay period.
- Send e-mail reminders to employees who have not submitted their timesheets at the end of the pay period.
- Send e-mail reminders to supervisors who have not approved employee timesheets.

Course Overview

In the last lesson, you learned how to enter an employee's reported time.

In this lesson, James will show you how to review and correct exceptions. You will see how to pull up the timesheet Audit page. He will also examine the reports available in Time and Labor. In addition, you'll get an introduction to the Time and Labor WorkCenter which contains queries you can run.

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the roles and responsibilities in the Exception process
- Review and correct exceptions related to reported time entry
- Describe the reports available in Time and Labor
- Print time documents
- View the Reported Time Audit History
- Generate a Query from the Time and Labor WorkCenter

Lesson 3: Exceptions, Audits, and Reports

Lesson Topics

In this lesson you will learn about the following topics.

Topic 1: Manage Exceptions

Topic 2: Interface Agencies Only

Topic 3: Time and Labor Reports

Topic 4: Reported Time Audit

Topic 5: Time and Labor WorkCenter Queries

Managing Exceptions

There are a number of controls that govern the reporting of time worked. Some, such as the Fair Labor Standards Act, are federal laws that apply to all employers. Others are rules that apply to all State agencies. Finally, there are time reporting rules that apply to specific groups of employees, such as all employees on a particular job code or job class.

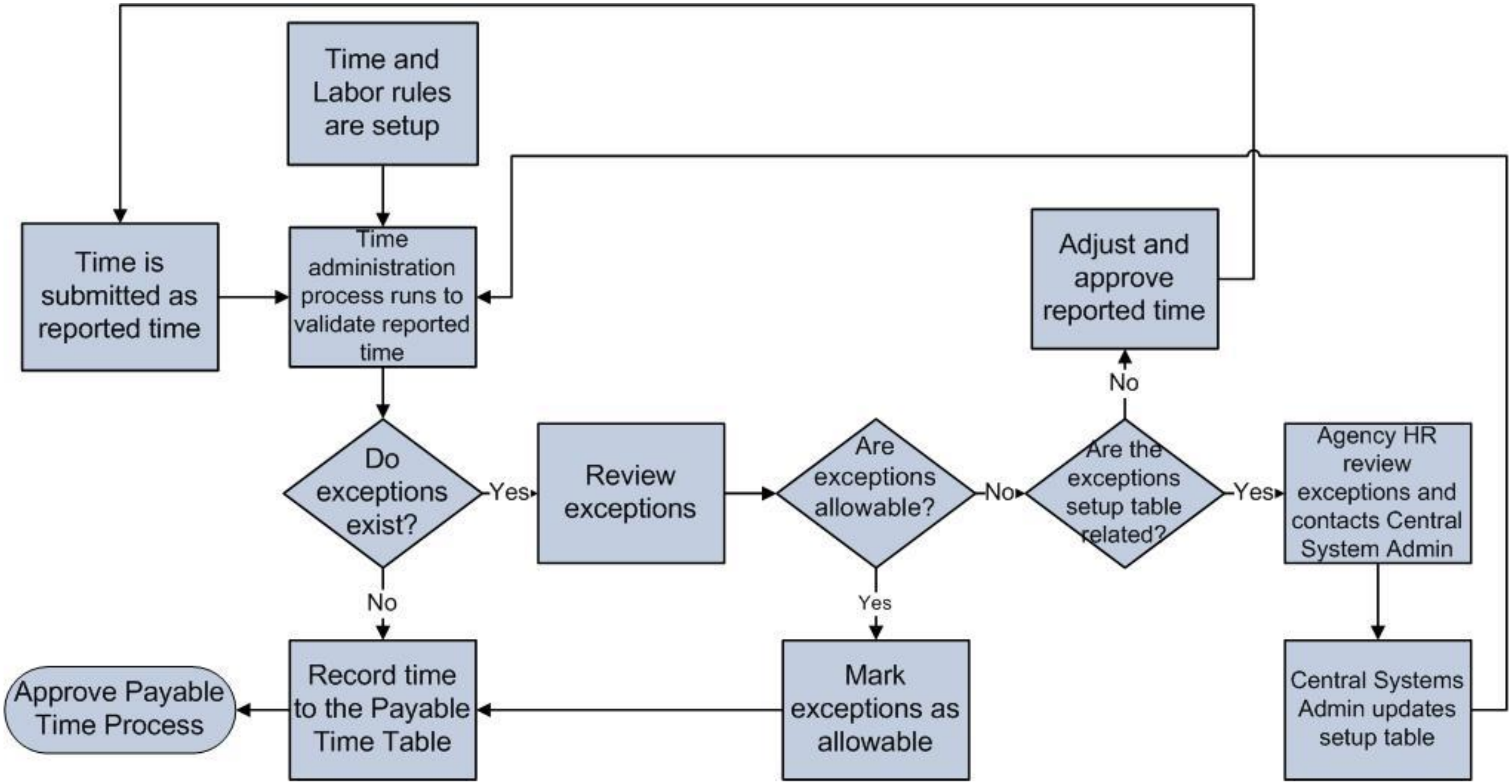
When the Time Administration process runs, it checks reported time against pre-set rules in SHARP. When the rules are violated, an exception (error) is generated. The exception must be corrected in order for reported time to become payable time.

TIP: Data from interface agencies runs through an edit program before being input as Reported Time. Any exceptions found after Time Administration runs are cleared online.

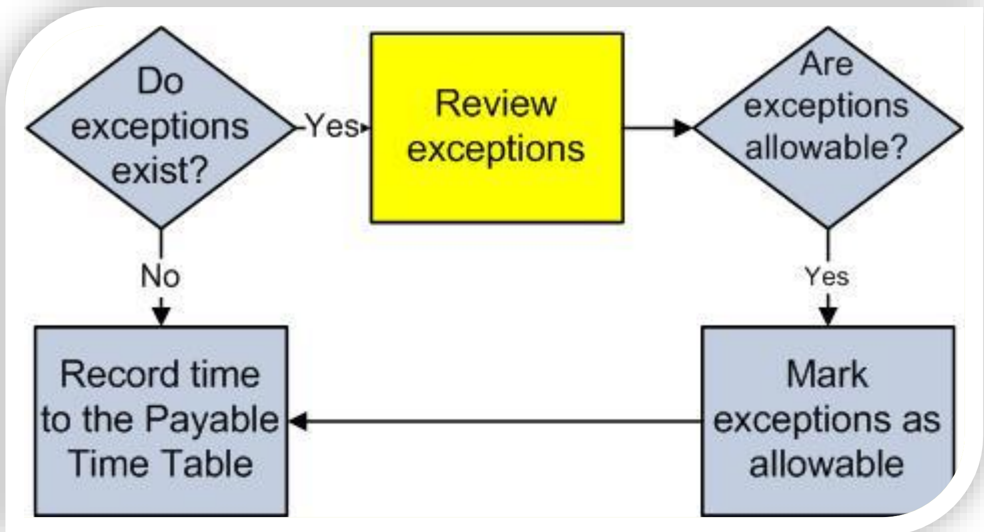
Manage Exceptions Key Terms

- **Exception** – An error or condition that exists regarding Reported Time (the timesheet) that requires review or attention
- **Allowable Exception**– Allows an exception to be processed and generate payable time without having to resolve it
- **Unallowable Exception –** An error that must be resolved or corrected before it can be processed and generate payable time
- **Clean Up Exceptions** – A tool to verify the adjustment made to the reported time will actually resolve the exception prior to running Time Administration

❑ Manage Exceptions End-to-End Process



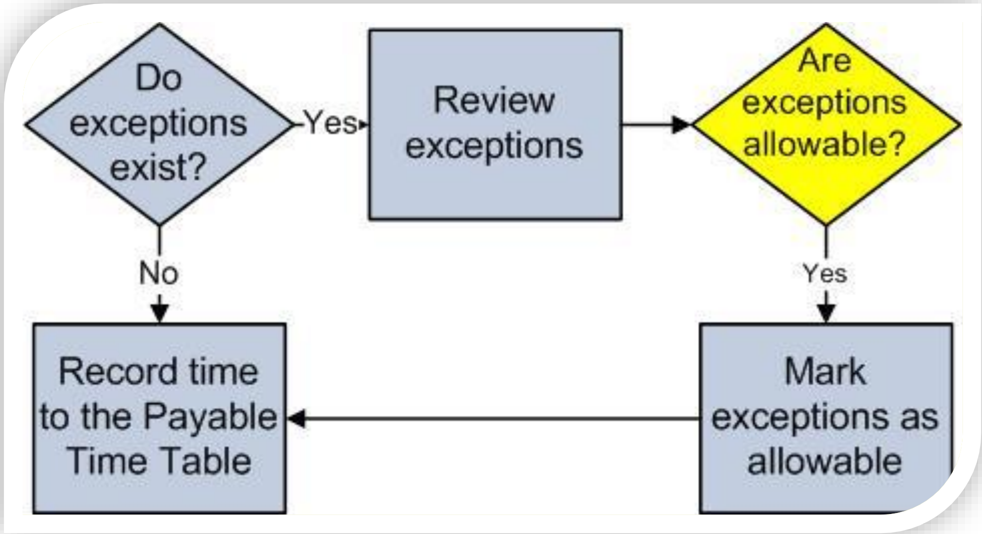
Review Exceptions



Each step in the exceptions process is the responsibility of different Time and Labor roles.

The **Time Administration** process is run nightly after 6PM Monday – Friday. It also runs at 11AM and 3:30 PM every day of the five day workweek. It is a joint responsibility of the Timekeeper and Personnel Staff to review exceptions each day during the payroll calculation week.

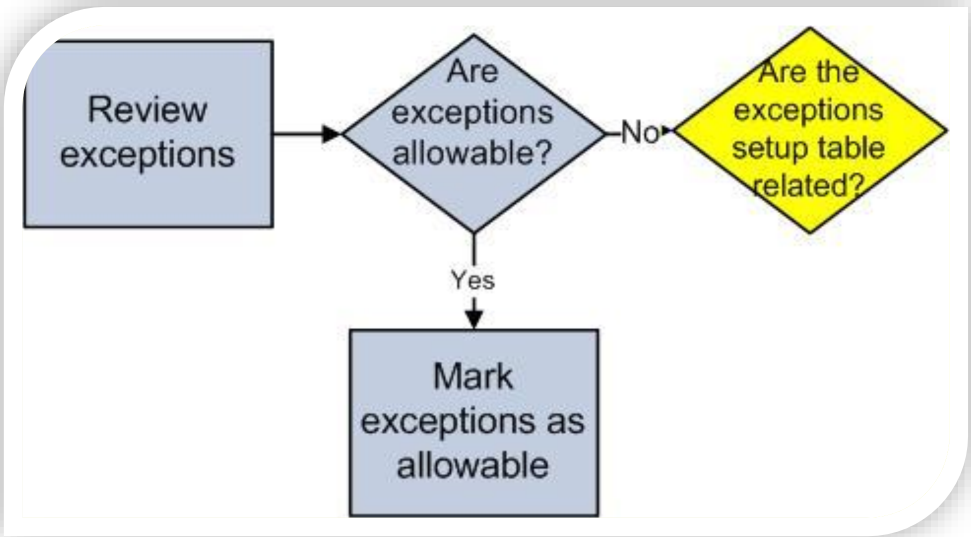
Exceptions Allowable?



The HR Administrator must decide if there are certain exceptions that are allowable. Exceptions that are allowable move on to become Payable Time.

As a Timekeeper, you should monitor the exceptions list and correct basic time entry errors. If you see exceptions that may qualify as allowable, work with your HR Administrator to determine next steps.

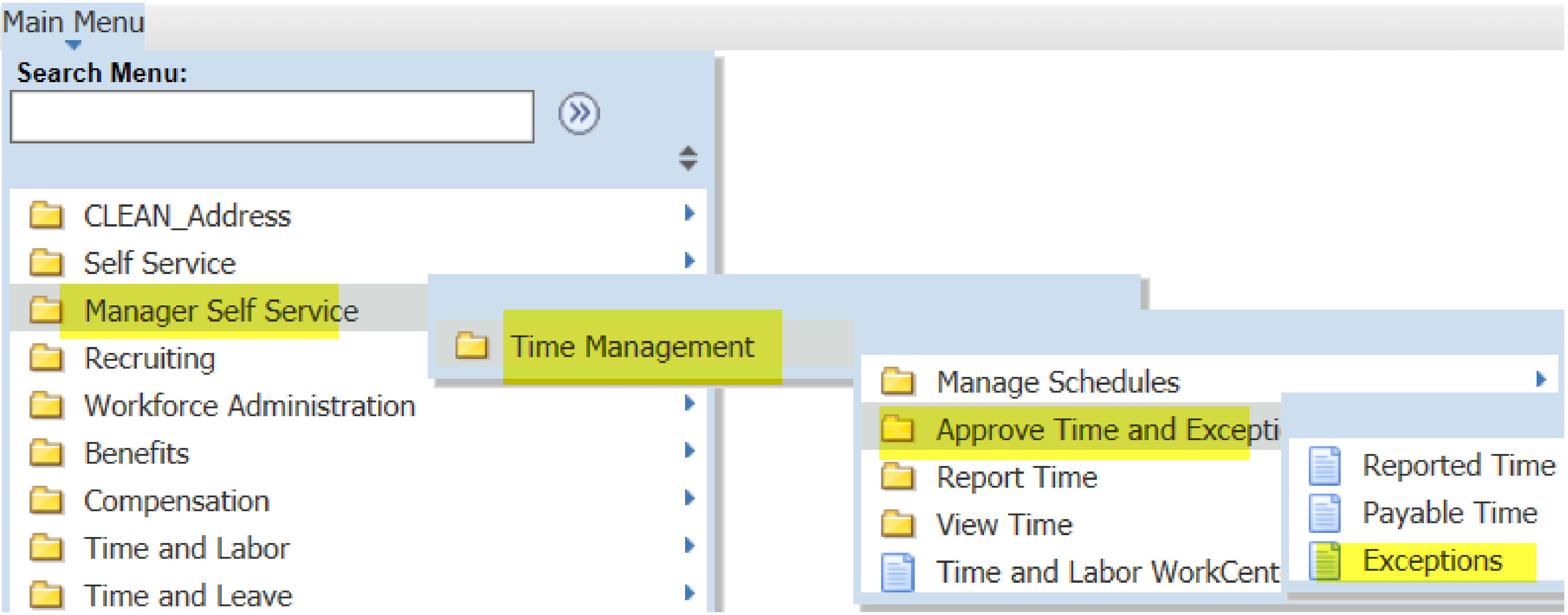
Setup Table Exceptions?



Sometimes exceptions occur because the proper data is not setup in SHARP prior to time entry. An example would be incorrect information on a task profile or a problem with the combo code table.

If you see an error that appears to be related to setup data, contact your HR Administrator. They will determine if the Central Systems Administrator within the Office of Personnel Services needs to correct the setup data before the reported time is processed again.

View Exceptions



Use the **Manager Self Service** menu item to view exceptions to Reported Time.

The full menu path is Manager Self Service → Time Management → Approve Time and Exceptions → Exceptions

Exceptions Results

The search fields for Manage Exceptions are the same as for the Timesheet Summary. Use these fields to find exceptions for an individual employee or department. **NOTE**: The Time Reporter Group search field is not applicable.

Exceptions

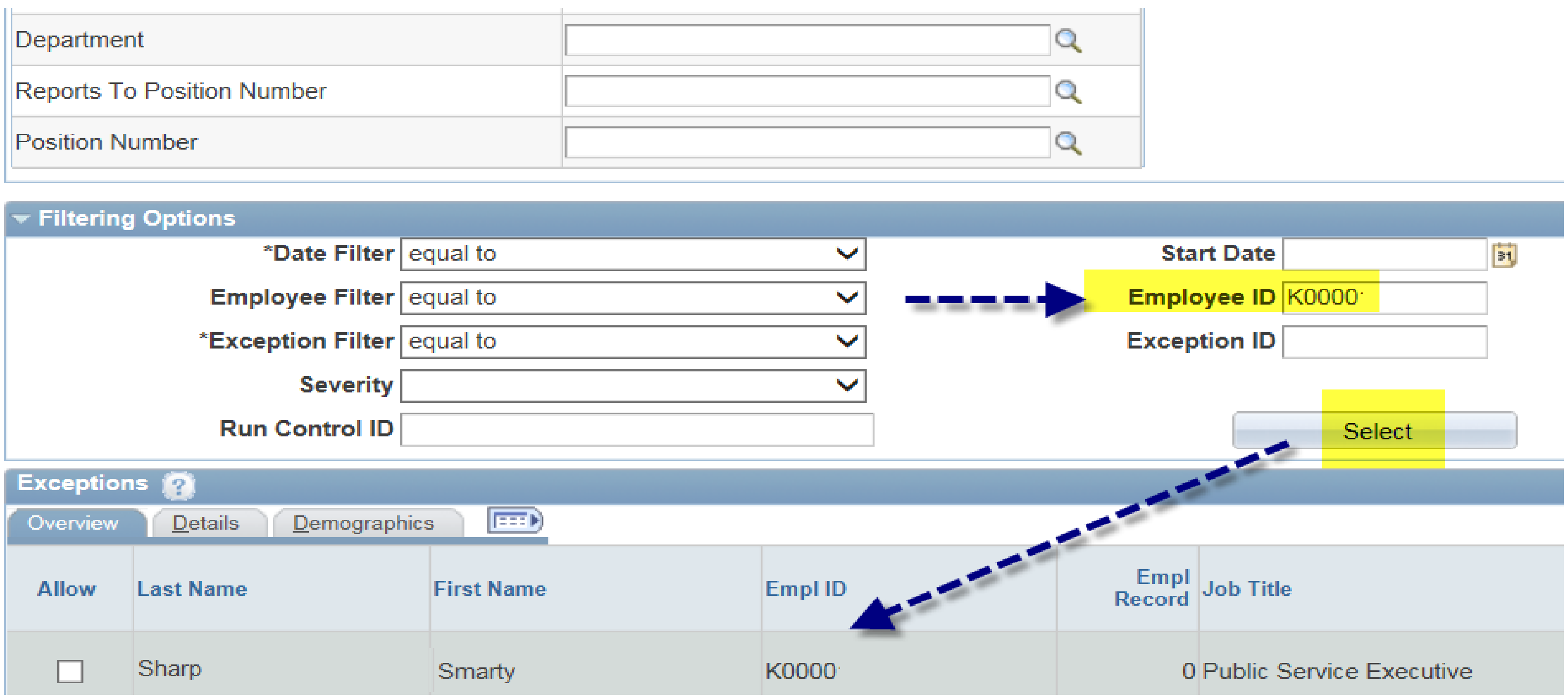
Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Reports To Position Number	
Position Number	

Filter Options

The Manage Exceptions search page also provides additional filter options. This allows you to limit your exceptions list by date, Employee ID, Exception ID, or Severity.



Exception ID Example

In the example below, the **Exception ID** of “KS_UND80” is used to look for regular hours under 80 within a pay period.

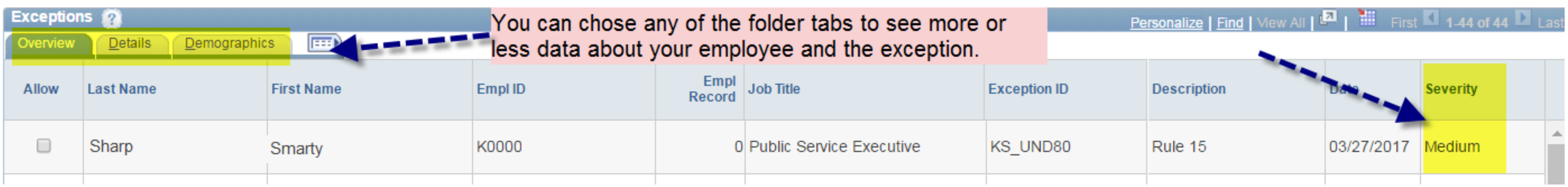
Exceptions

Overview | Details | Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID
☐	Sharp	Smarty	K0000	0	Public Service Executive	KS_UND80

Exception Severity

Exceptions are rated by severity. **Note:** Only those exceptions with a low or medium severity can be marked as allowable.

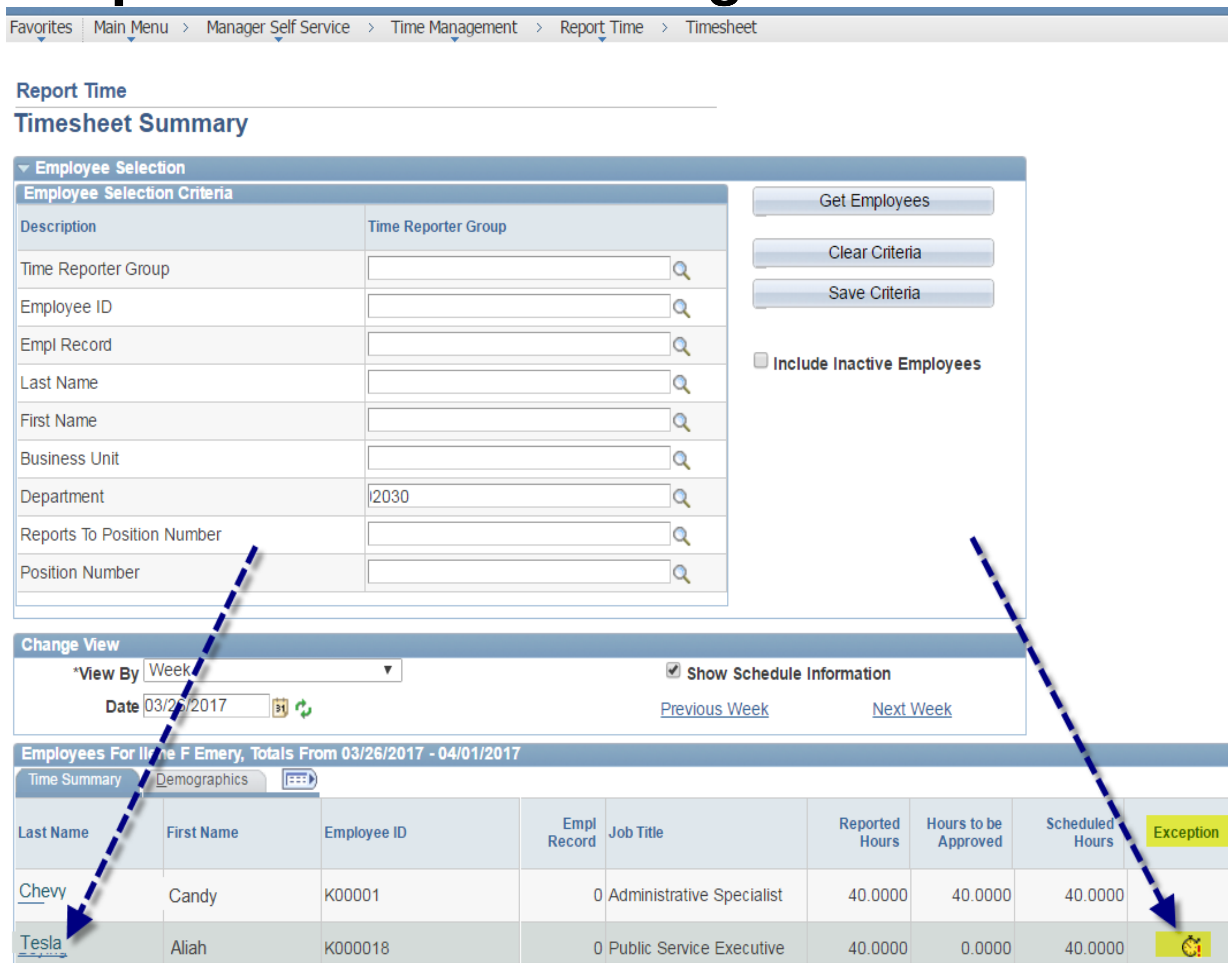


You can chose any of the folder tabs to see more or less data about your employee and the exception.

Exceptions on Report Time Search Page

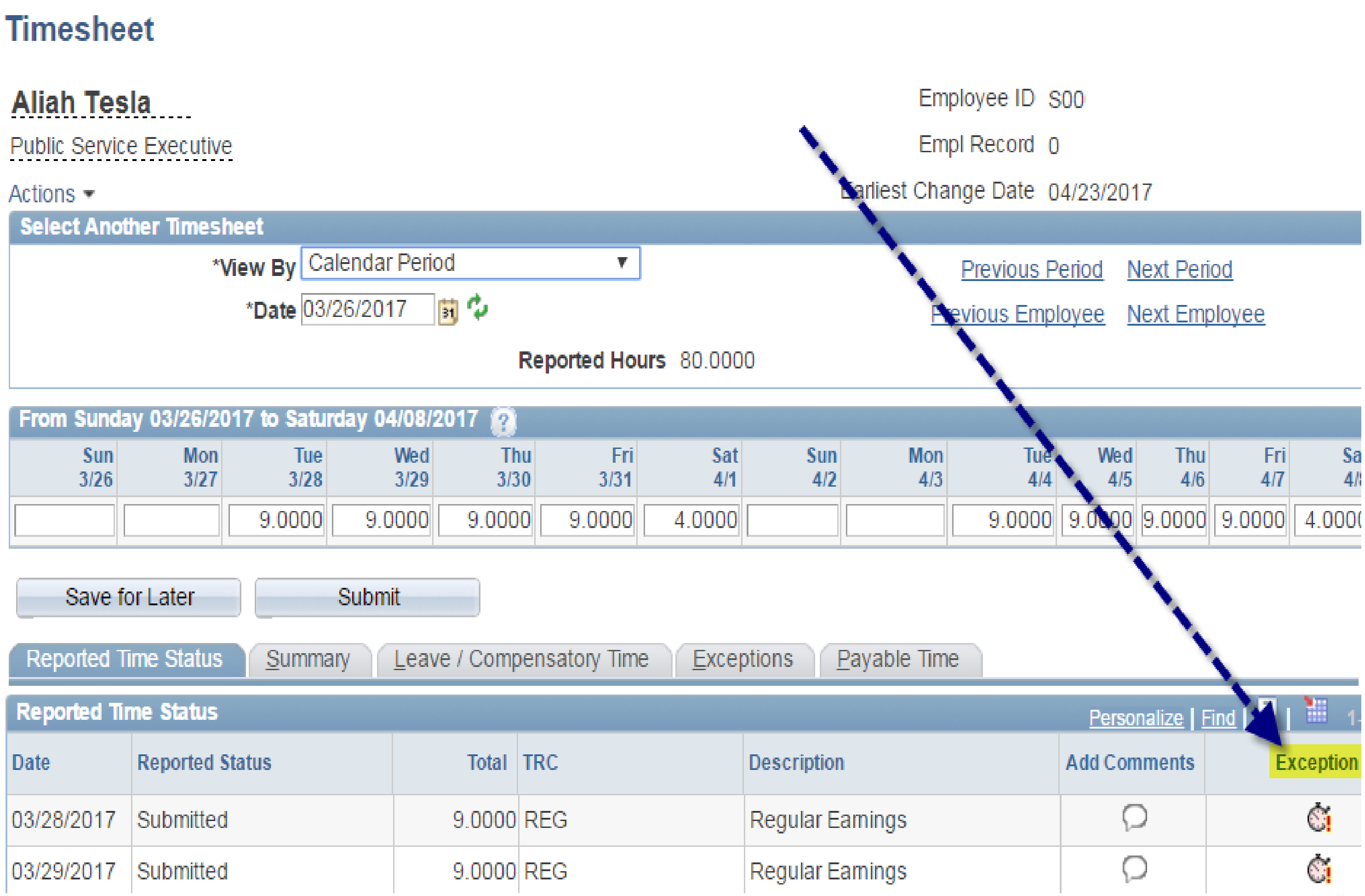
An alternate way to view exceptions is to navigate to the **Report Time** search page. The employee list has an **Exception** column which displays the exception icon for each employee that has exceptions on their timesheet. **NOTE**: Be sure to look at both weeks of the pay period when using this method.

Click the employee name to view the timesheet exceptions.



Exceptions on Timesheet

Each row of reported time with exceptions will have an icon that can be clicked to open additional information describing the error. **NOTE**: If there are multiple rows of data on the day in which there is an exception, the exception icon will appear on the first row, even if that is not the row with the exception.



Exceptions on Timesheet (Cont.)

Click on the Exceptions tab.

From Sunday 03/26/2017 to Saturday 04/08/2017

Sun 3/26	Mon 3/27	Tue 3/28	Wed 3/29	Thu 3/30	Fri 3/31	Sat 4/1	Sun 4/2	Mon 4/3	Tue 4/4	Wed 4/5	Thu 4/6	Fri 4/7	S 4
		9.0000	9.0000	9.0000	9.0000	4.0000			9.0000	9.0000	9.0000	9.0000	4.000

Save for Later | Submit

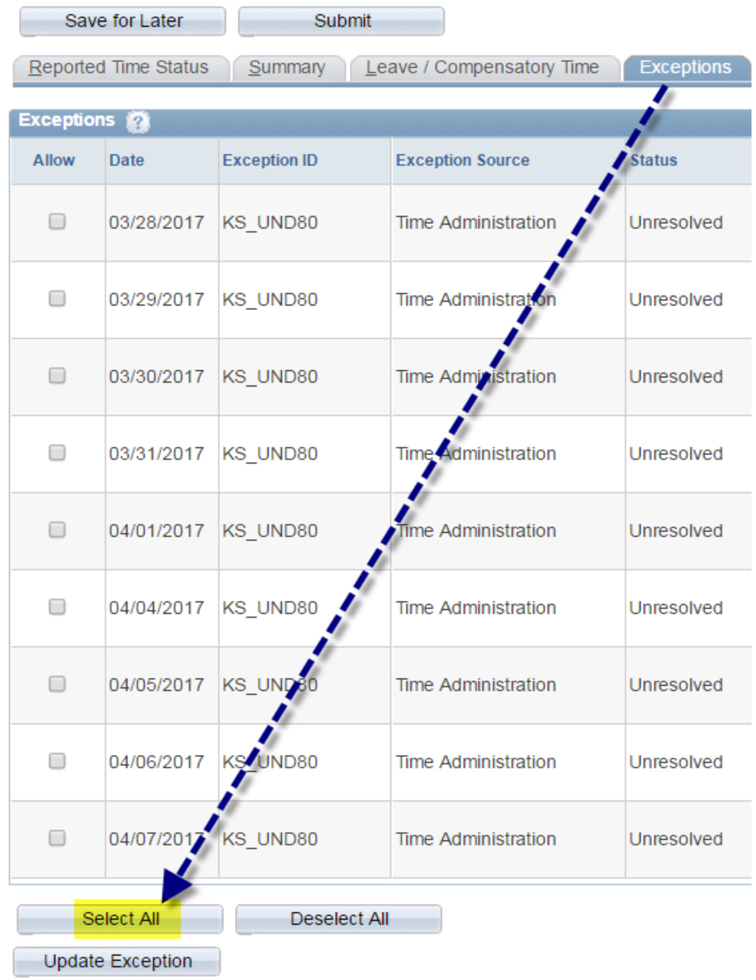
Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Exceptions

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comme
☐	03/28/2017	KS_UND80	Time Administration	Unresolved	Medium	Reported hours are less than FTE hours	

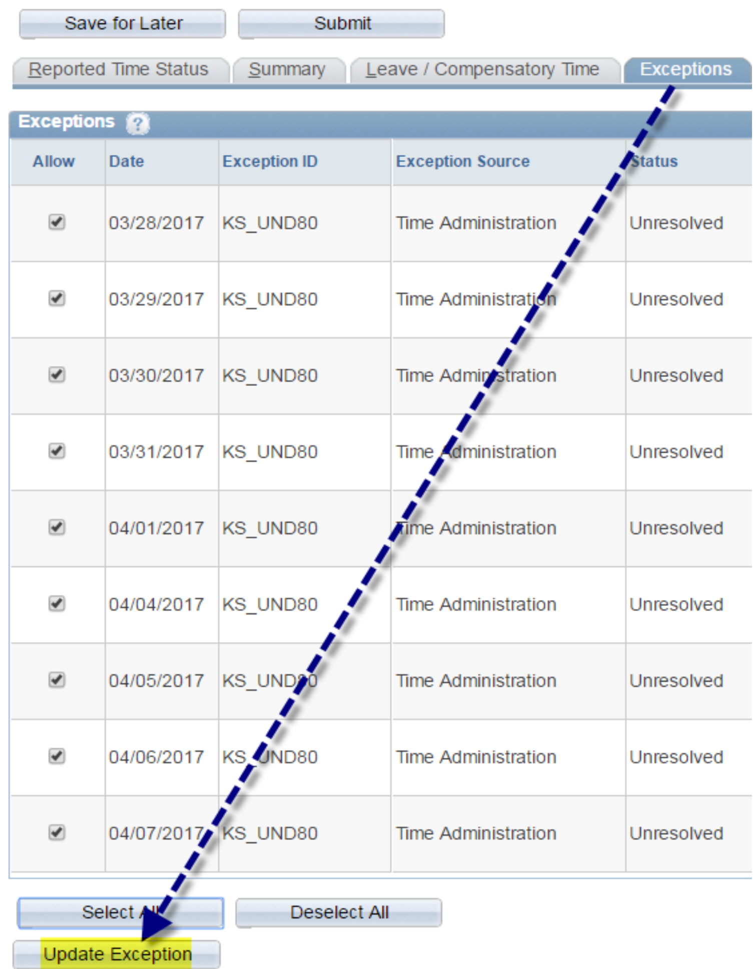
Exceptions on Timesheet (Cont.)

If the exception is acceptable, click on the **Select All** icon.



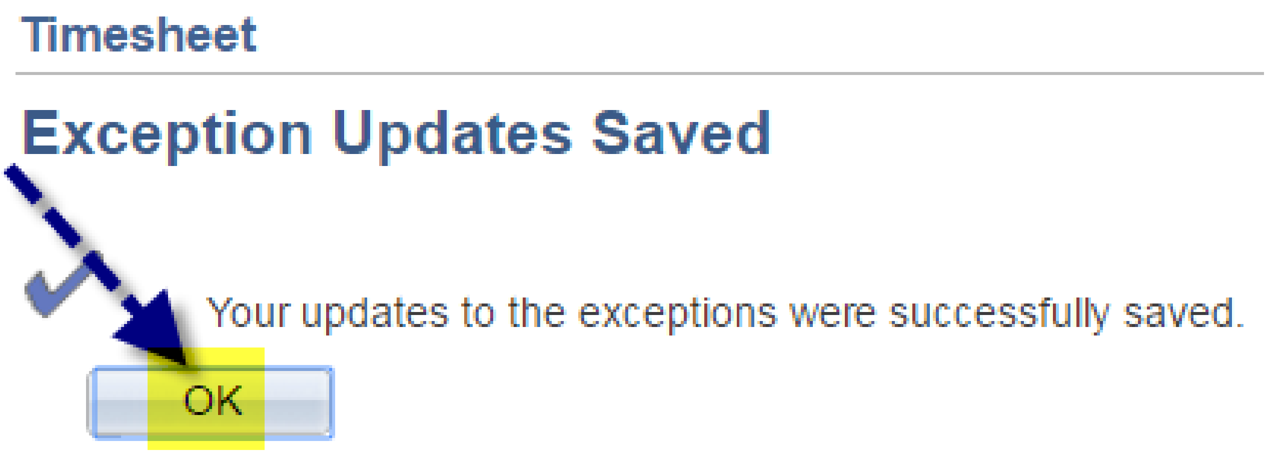
Exceptions on Timesheet (Cont.)

The **Update Exception** button is used by Agency Time and Labor HR roles to allow exceptions that are acceptable.



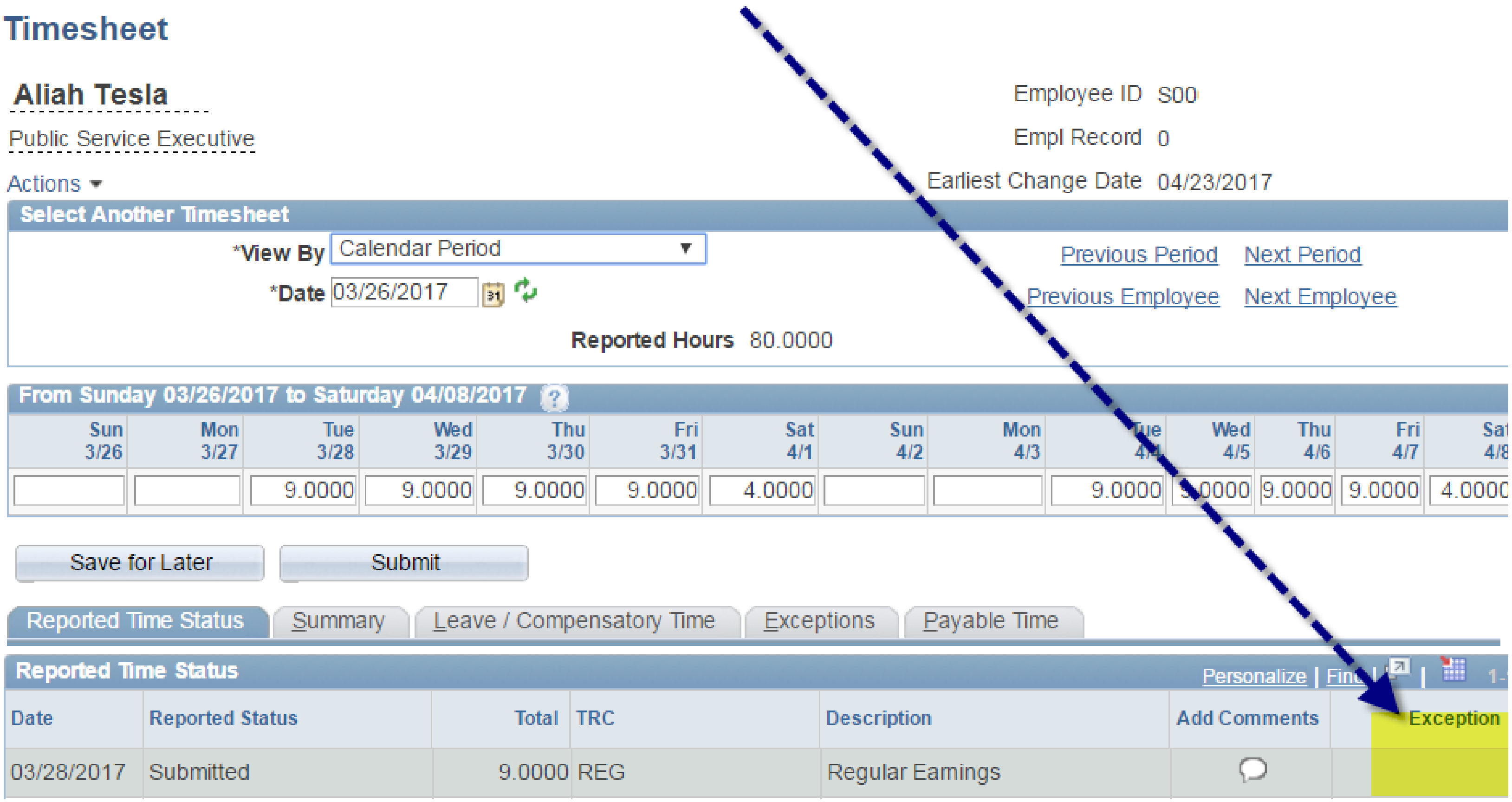
Exceptions on Timesheet (Cont.)

The **Timesheet Exception Updates Saved** message displays. Click **OK**.



Exceptions on Timesheet (Cont.)

The Timesheet displays again. Notice the Exception icons no longer display.



Lesson 3: Exceptions, Audits, and Reports

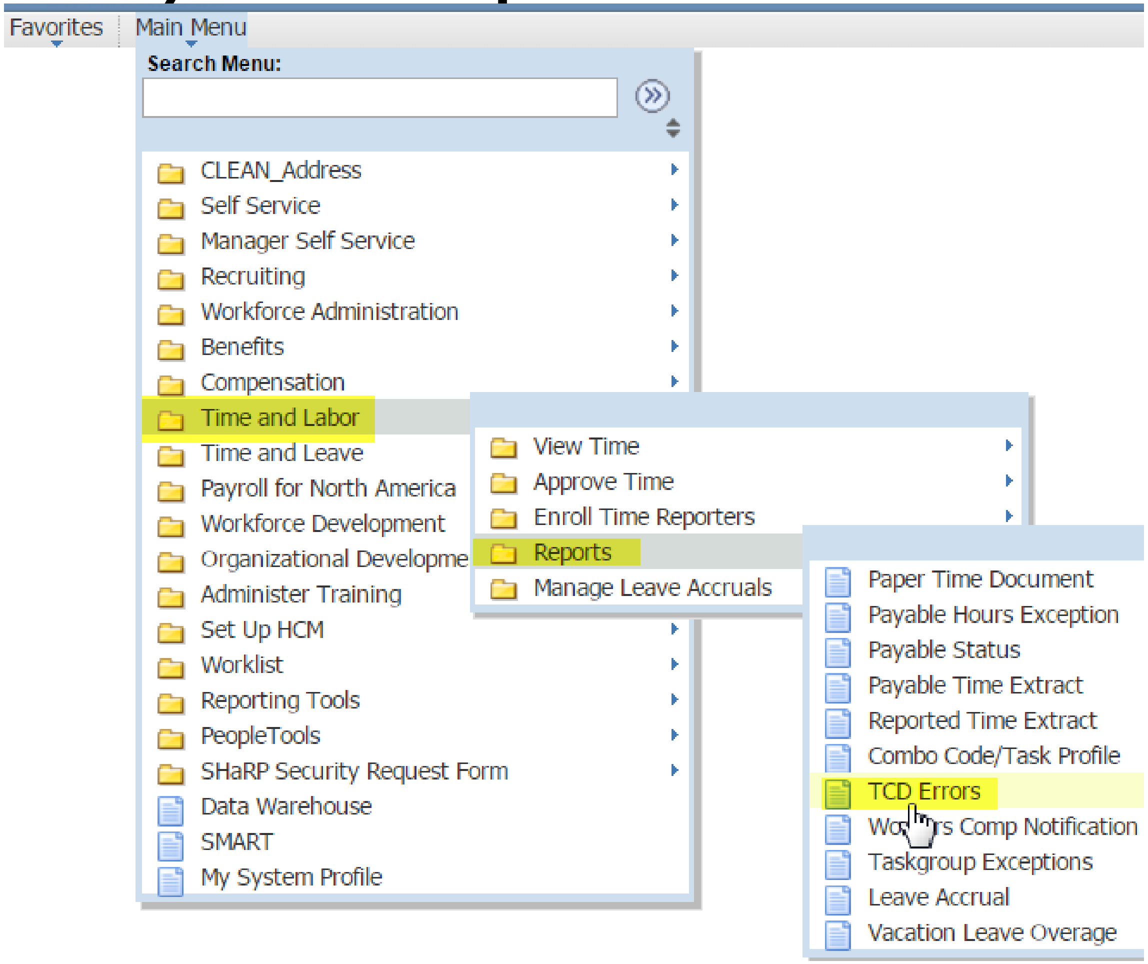
- **Interface Agencies Only**
- **Others can move forward to the Time and Labor Reports section**

Agencies that provide a file interface to Time and Labor to record reported time have an additional step in the Time and Labor process. Inbound files are checked for errors before being loaded into Time and Labor. Timekeepers and Personnel Staff from interfacing agencies share the responsibility for viewing and correcting interface errors and then marking them to reload.

TIP: HR Administrators enter a default **TCD Group** on the Time Reporter Data page of Job Data for employees from interface agencies so that they are identified as recording time via interface.

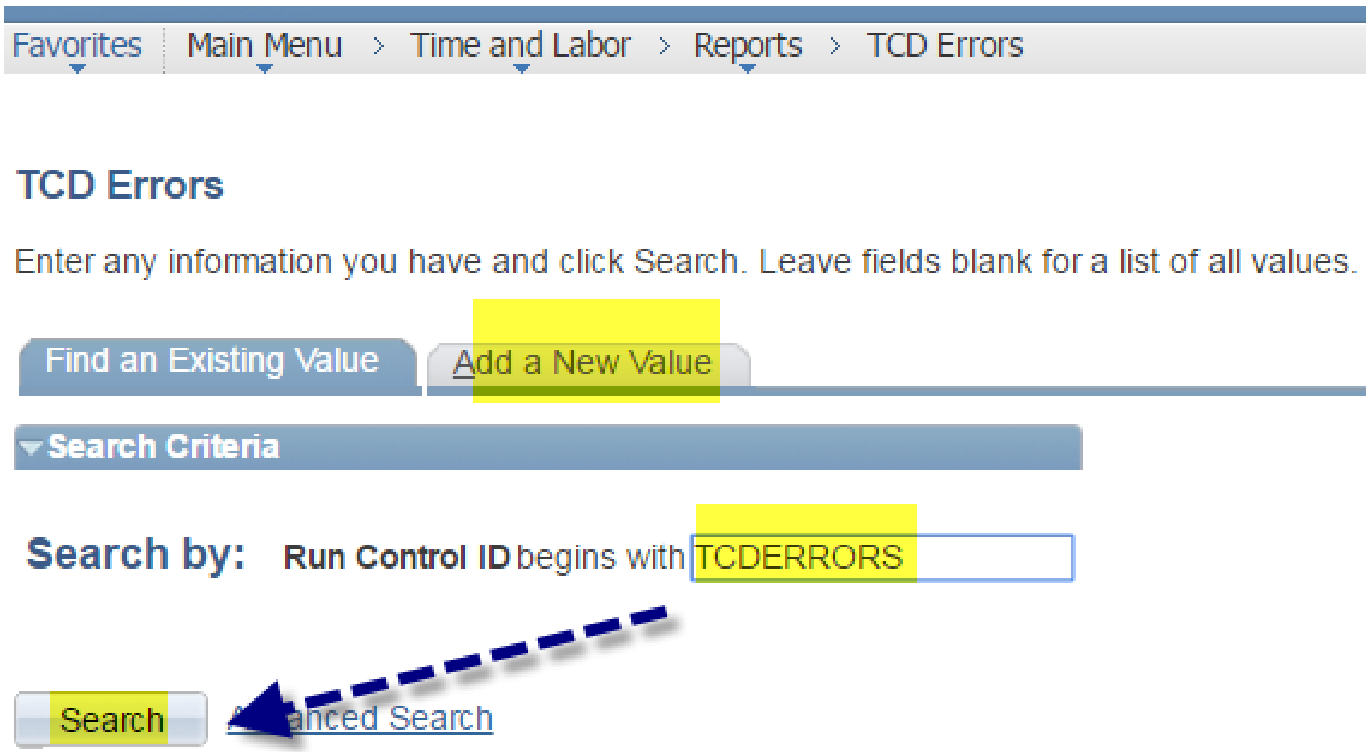
Printing TCD (Interface) Errors Report

Navigate to the TCD Errors Report: Time and Labor, Reports, TCD Errors



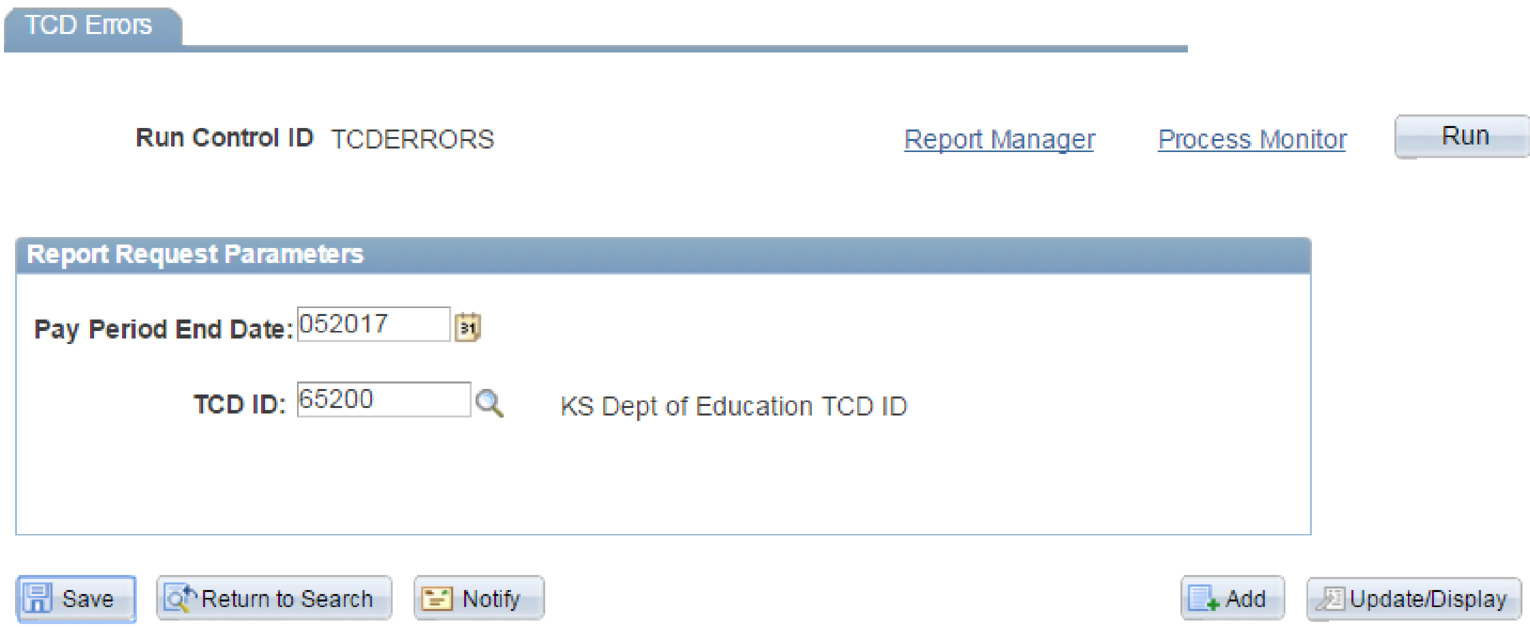
Printing TCD (Interface) Errors Report (Cont.)

Enter your **Run Control ID**, or click on the Add a New Value folder tab to enter a new Run Control ID. Click **Search**.



Printing TCD (Interface) Errors Report (Cont.)

After entering your Run Control ID, enter the Pay Period End Date and the TCD ID (first three digits of your agency number followed by two zeros. Once you generate the report, review the errors and make corrections. Most TCD errors involve sending incorrect Department or Empl IDs on the Interface file. **NOTE**: Report Generation procedures are covered in the SHARP Reporting Training.



Time and Labor Reports

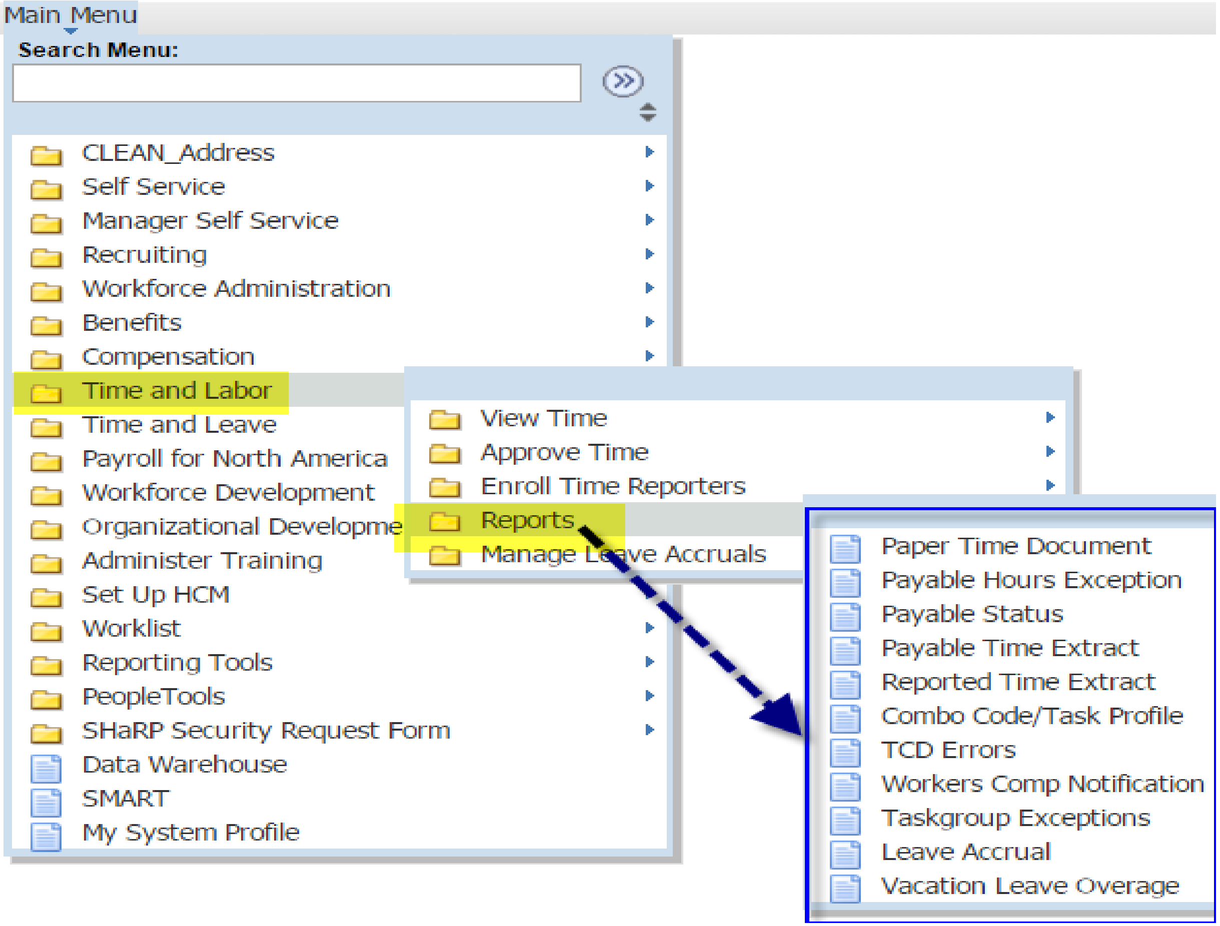
The reports in Time and Labor are designed to assist you with the time entry and exception management processes. Following is a list of a few of the reports available to both the Timekeeper and the HR Administrator roles:

- Leave Accrual Report
- Payable Status Report
- (Print) Paper Time Documents for one employee or by Department(s)
- Reported and Payable Time Extracts
- Time Audit History Inquiry
- Taskgroup Exceptions Report
- Payable Hrs Exception Report
- Vacation Leave Overage Report
- Workers Comp Notification Report

TIP: The Reports section of the SHARP website provides detailed information about each report available in Time and Labor (www.da.ks.gov/sharp/reports)

Accessing Reports

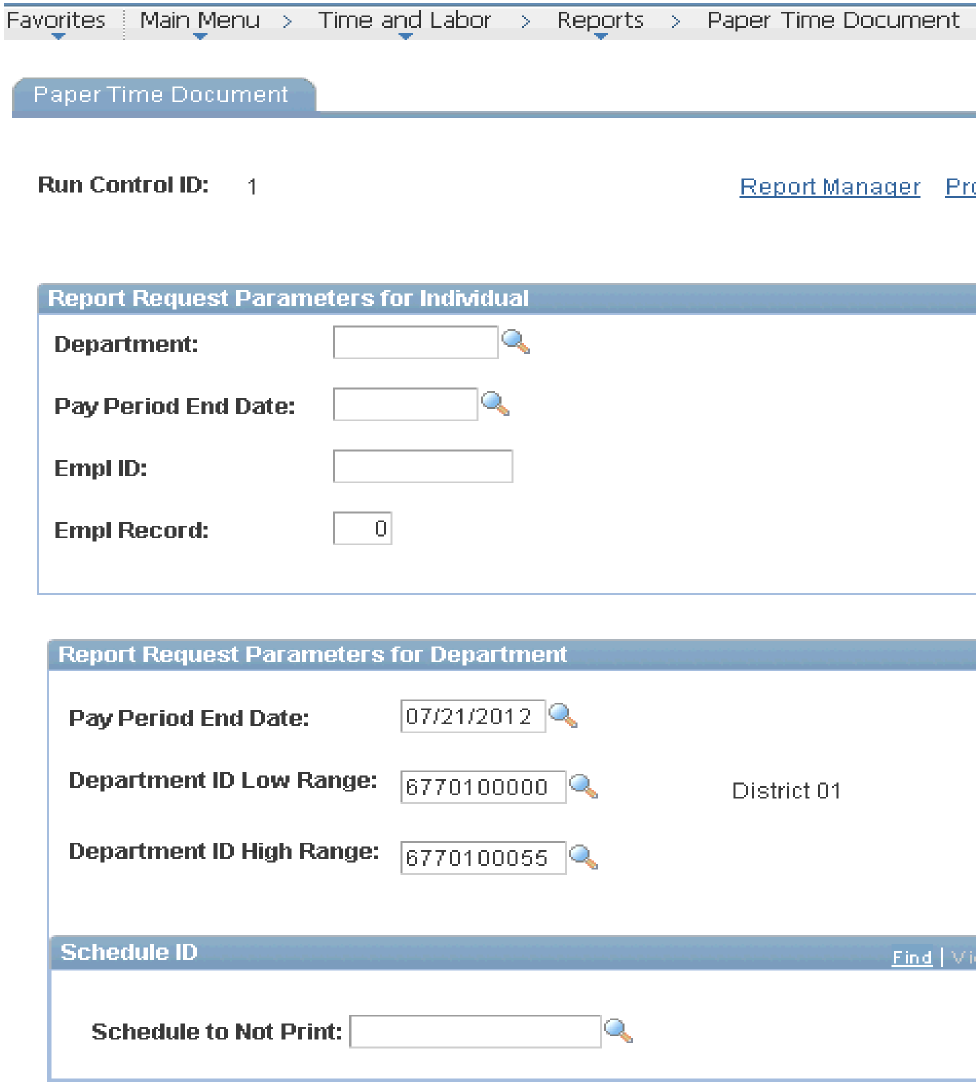
Use the **Time and Labor** menu item to access Time and Labor reports.



Navigation: Time and Labor, Reports. Select the report you want to generate. **NOTE**: The Time and *Leave* Paper Time Document Report is available under the Time and *Leave*, Report navigation. The **TCD Errors Report** is available only to Interface agencies.

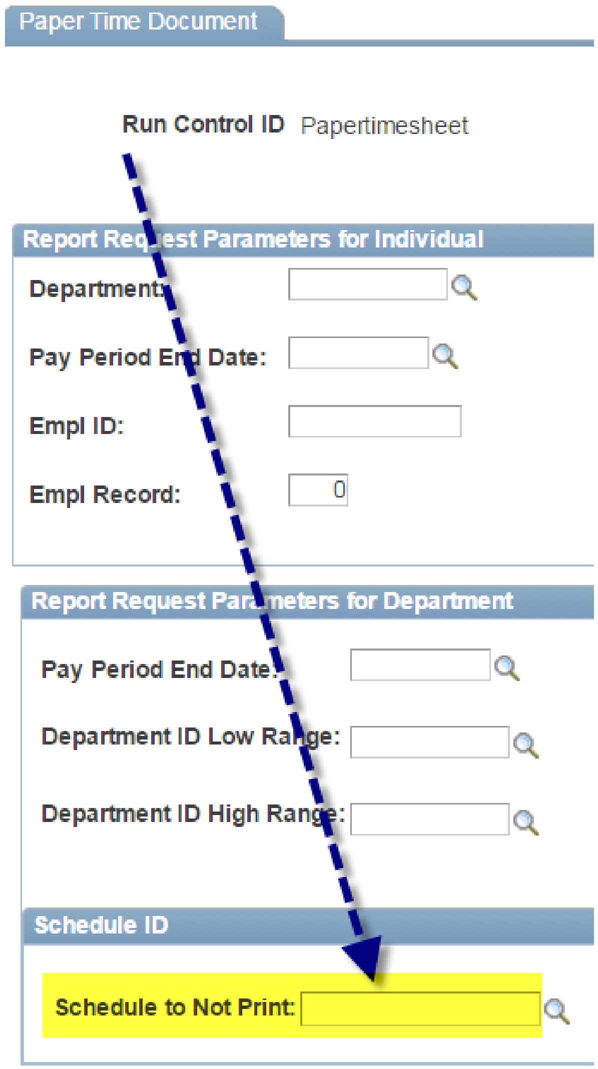
Print Time Documents

This report will print time documents for a specific employee or time documents for employees within a department range specified on the parameters page.



❑ Print Time Documents

When printing time documents for a department, you can enter Work Schedule codes to not print. For example, if you are printing time documents for departments 1733587010 - 1733587050, but you do not want time documents for employees attached to the BLANK_OPT1 work schedule, you can enter BLANK_OPT1 in the Scheduled to Not Print field.



Reported Time (Timesheet) Audit

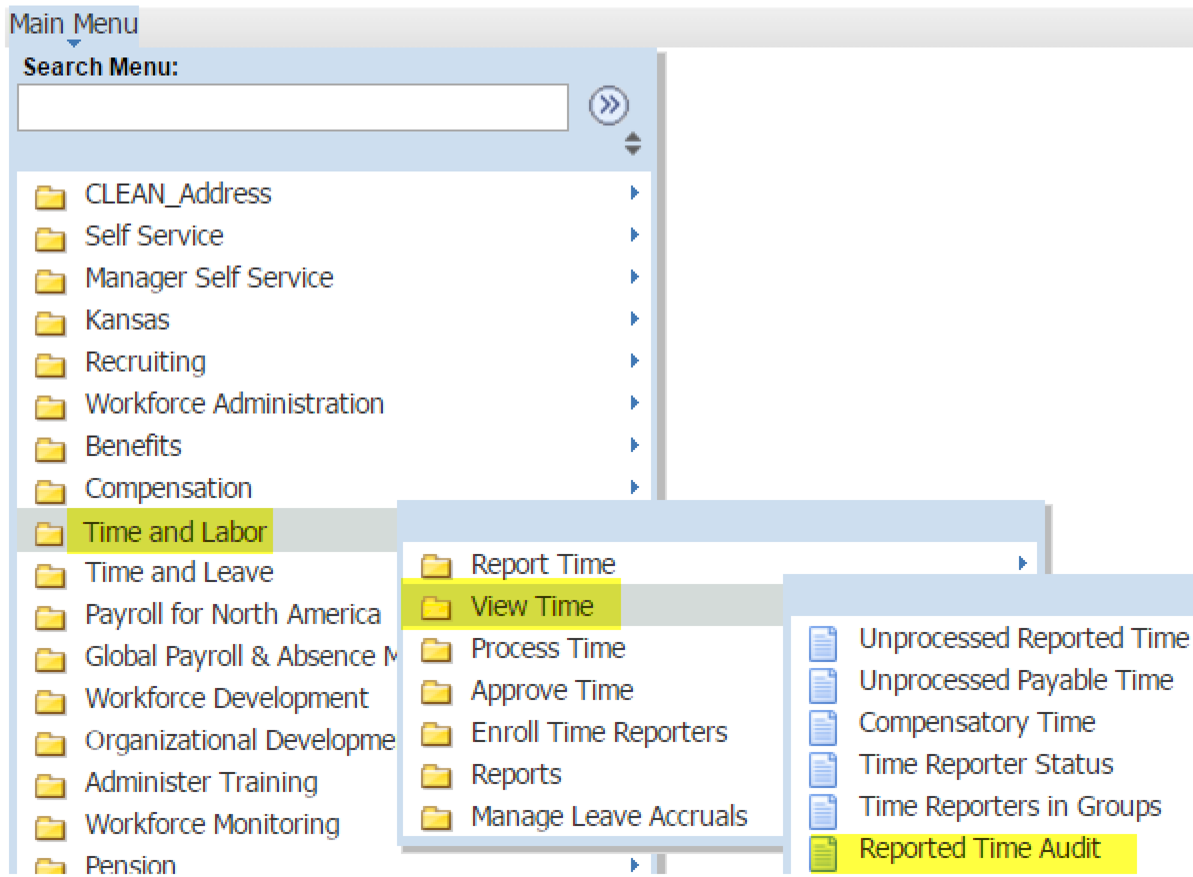
The **Reported Time Audit** page allows you to view current reported time (Timesheet) for an individual employee with time reporting elements. By clicking the **History** hyperlink on the Reported Time Audit page, you can open the **Reported Time Audit History** page.

The Reported Time Audit History page displays the following information: Action (such as Add, Change, Delete, Approve), **Audit User ID**, which is the User ID of the person who entered, updated, or deleted any row of reported time. It also shows the Audit Date and Time Stamp, which is the audit date and time when the time was reported for this row. It includes the Date of the row, the TRC, Quantity, Reported Status, Taskgroup and Task Profile.

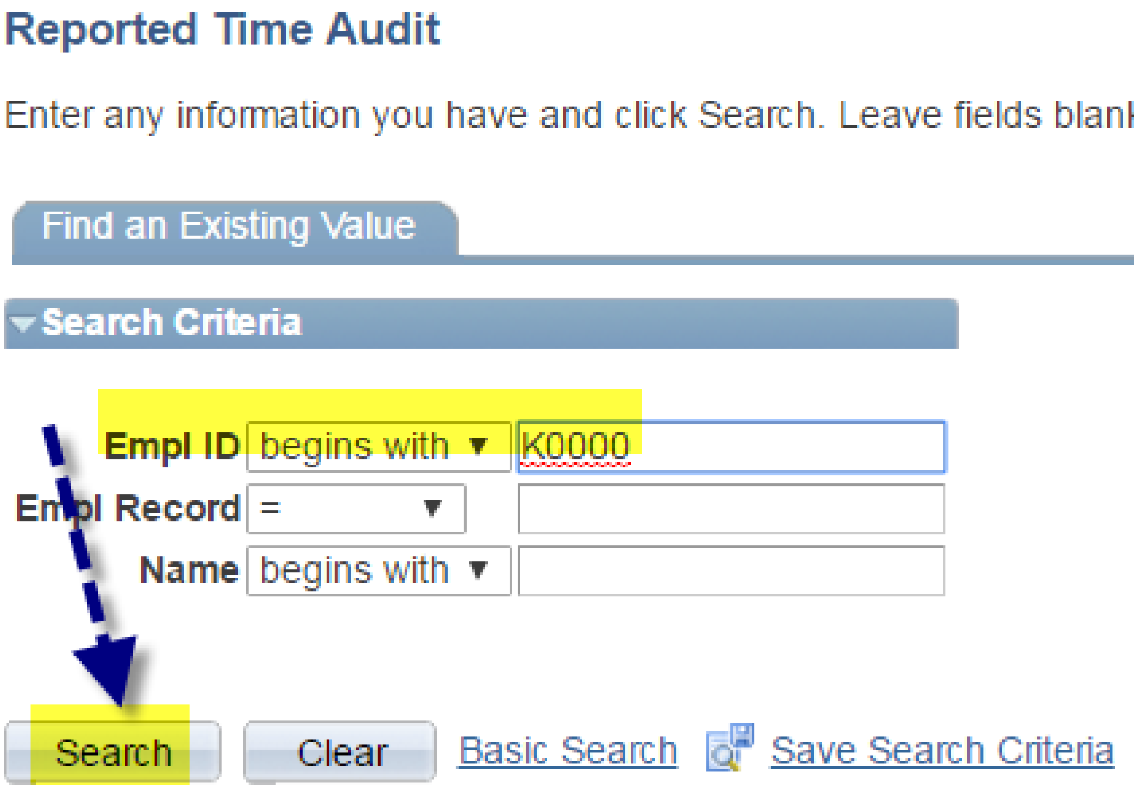
TIP: If you need to know the name of the employee assigned a certain User ID, contact your Agency Security Administrator.

Accessing the Reported Time (Timesheet) Audit

Use the **Time and Labor** menu item to access the Reported Time Audit page. The full navigation is: Time and Labor, View Time, Reported Time Audit.



Accessing the Reported Time Audit (cont.)

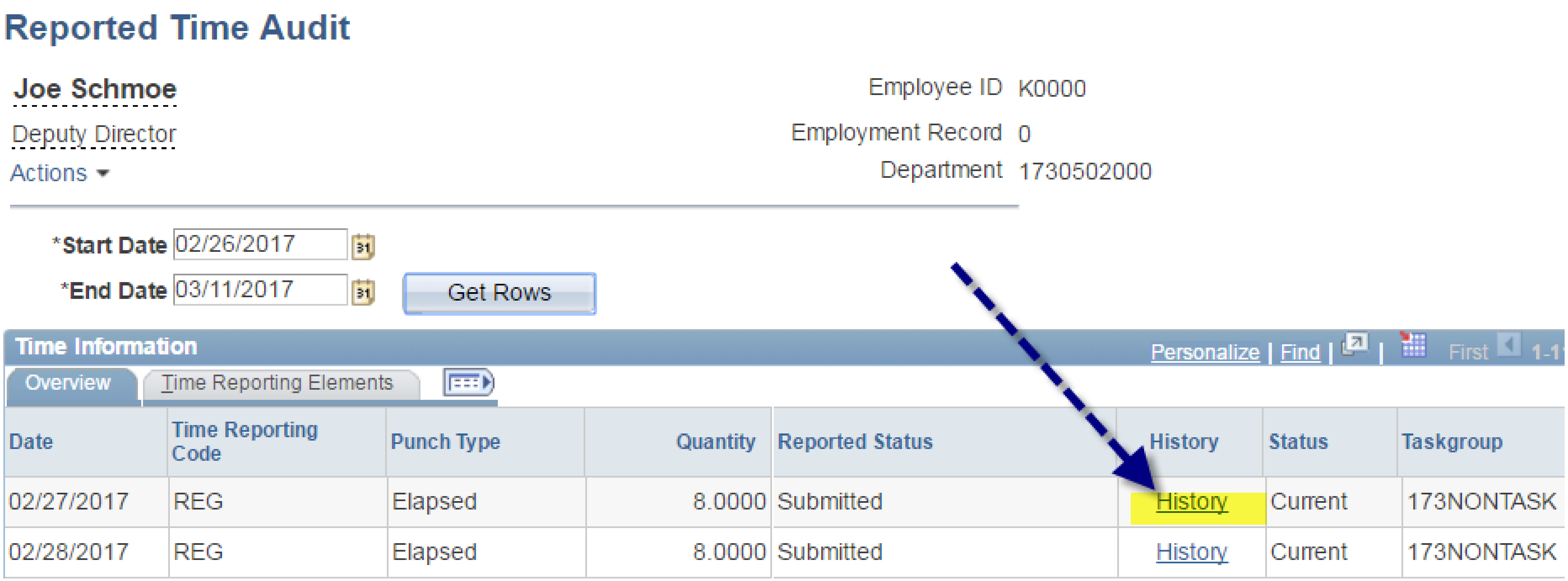


Enter the **EmplID** of the person whose information you wish to review and click the **Search** button.

Accessing the Reported Time Audit (cont.)

Enter the date range you wish to review and click the **Get Rows** button.

Accessing the Reported Time Audit (cont.)



Reported Time Audit

Joe Schmoe
Deputy Director
Actions

Employee ID K0000
Employment Record 0
Department 1730502000

*Start Date 02/26/2017
*End Date 03/11/2017
Get Rows

Time Information — Personalize | Find | First 1-1

Overview | Time Reporting Elements

Date	Time Reporting Code	Punch Type	Quantity	Reported Status	History	Status	Taskgroup
02/27/2017	REG	Elapsed	8.0000	Submitted	History	Current	173NONTASK
02/28/2017	REG	Elapsed	8.0000	Submitted	History	Current	173NONTASK

Review the **Time Information** section. Click on the **History** link to open the **Reported Time Audit History** page.

Reported Time Audit History Page

Reported Time Audit

History

Joe Schmoe
Deputy Director
Actions

Employee ID K0000
Employment Record 0
Department 1730502000

Reported Time History — Personalize | Find | First

Overview | Time Reporting Elements

Action	Audit User ID	Audit Date/Time	Date	Time Reporting Code	Quantity	Reported Status	Taskgroup
Change	ABCDE	04/10/2017 10:53:08.638202AM	02/27/2017	REG	8.0000	Submitted	173NONTASK

Return

Return to Search | Notify

The **Action**, **Audit User ID,** and the **Audit Date and Time Stamp** fields are valuable in tracking down the source of changes to reported time. Click the Return hyperlink to return to the main Reported Time Audit page.

WorkCenters

There are WorkCenters in both Time and Labor and Payroll. WorkCenters are designed for specific roles and provide a central area for you to access key components within PeopleSoft applications. WorkCenters enable you to access various pages and keep multiple windows open while doing your daily work.

As an initial rollout, we will be using the **Query** section of the Time and Labor Work-Center. We created queries (reports) that you can generate anytime SHARP is available.

The Time and Labor WorkCenter is available for employees with the following roles. **Note**: Current, and future employees, with these roles are automatically given access to the Time and Labor WorkCenter.

- Time and Labor Timekeeper
- Time and Labor HR
- Time and Labor ask Reporter

WorkCenter security is based on the Department(s) you have access to.

Time and Labor WorkCenter Queries

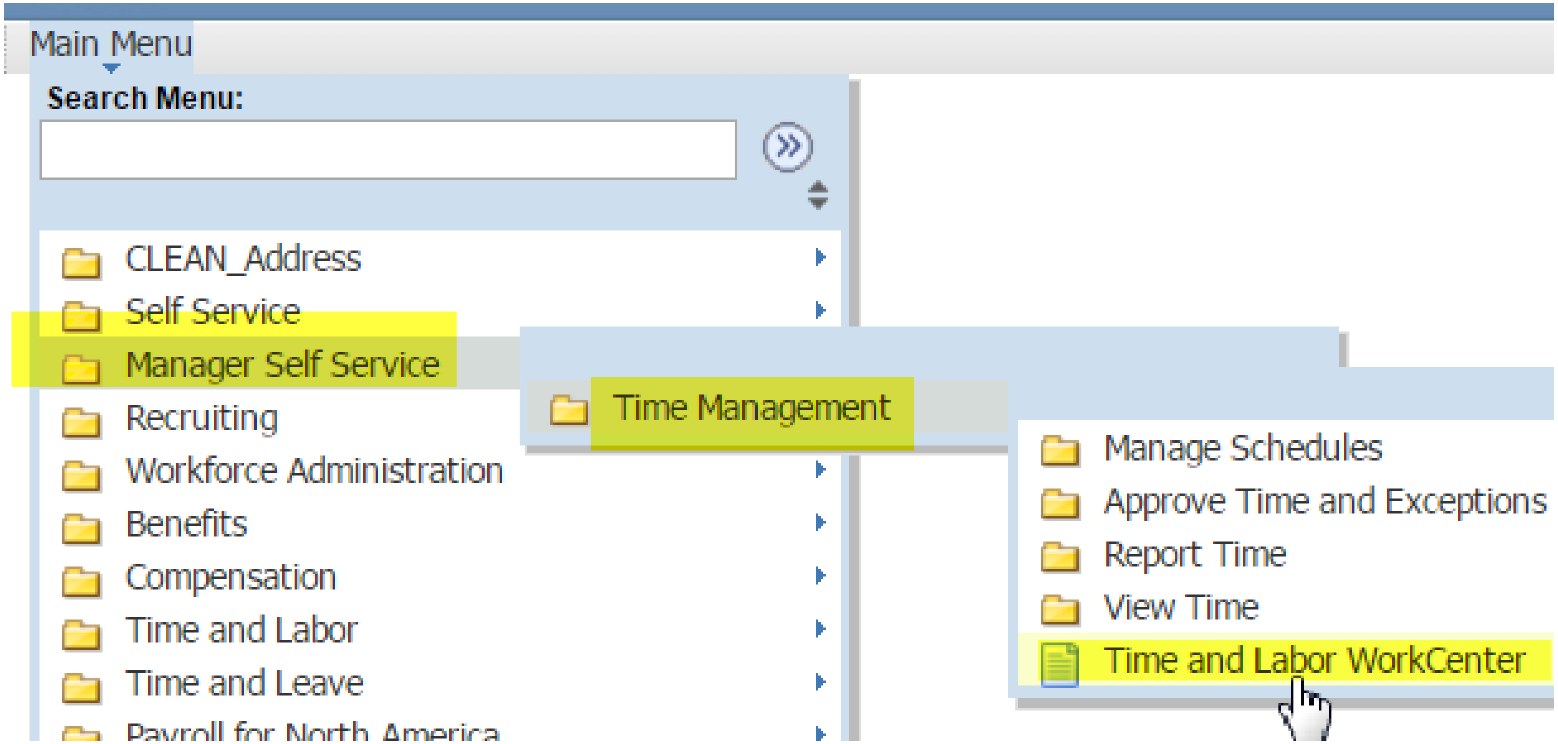
Queries available:

- Payable Time
    - By Employee by Month
    - By Employee by PPED (Pay Period End Date)
    - By Employee by Quarter
    - By Employee by Year
- Reported Time (Timesheet)
    - By Department by PPED (Pay Period End Date)
    - By Employee by Month
    - By Employee by PPED (Pay Period End Date)
    - By Employee by Quarter
    - By Employee by Year
- Employee Self-Service (ESS) Primary Email Addresses
- Time Reporter Data
- NA (Needs Approval) Unapproved Payable Time
- RP (Rejected by Payroll) Rows: 100008 PAY011 Errors

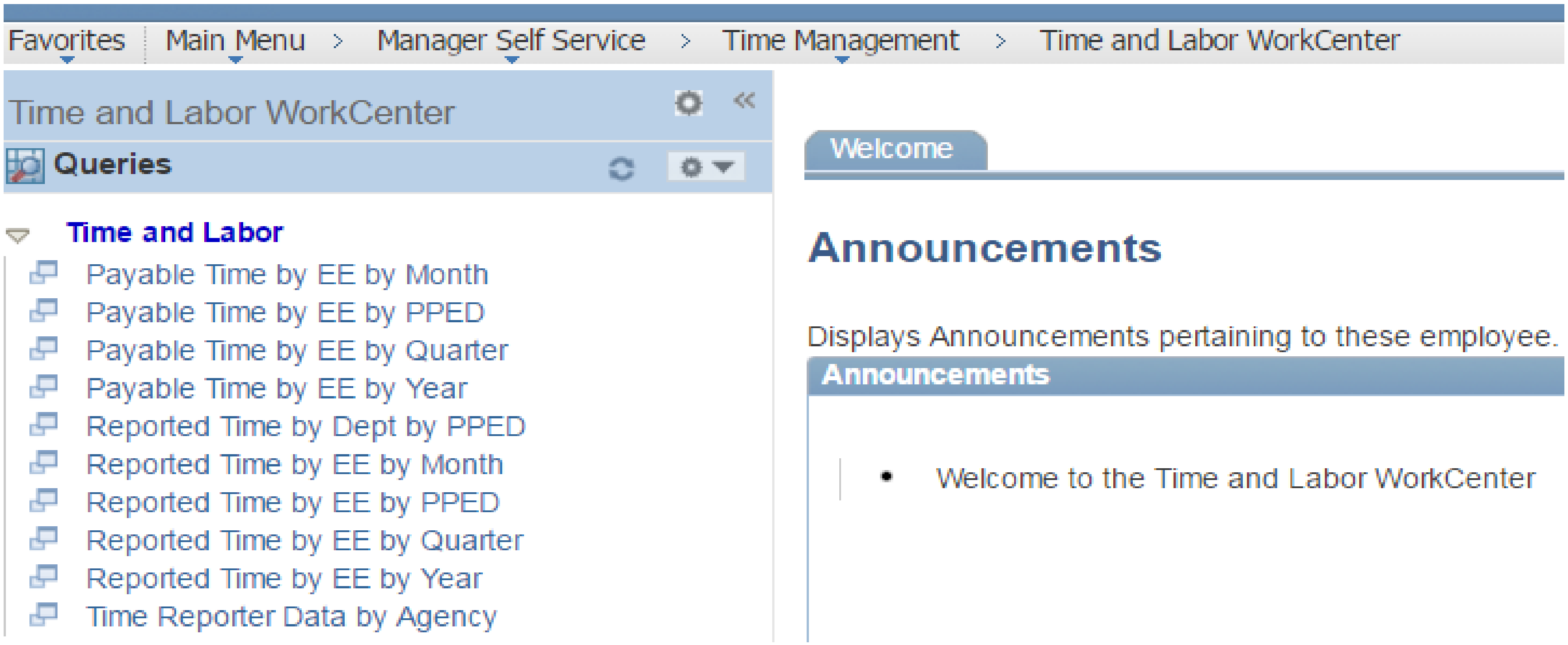
TIP: Reported Time Queries pull data from the Timesheet Tables. Payable Time Queries pull data from the Payable Time Tables. Time Reporter Data includes fields such as Workgroup and Taskgroup.

Accessing the Time and Labor WorkCenter

Use the **Manager Self Service** menu item to access the Time and Labor WorkCenter. The full navigation is: Manager Self Service, Time Management, Time and Labor WorkCenter.



Time and Labor WorkCenter Sections

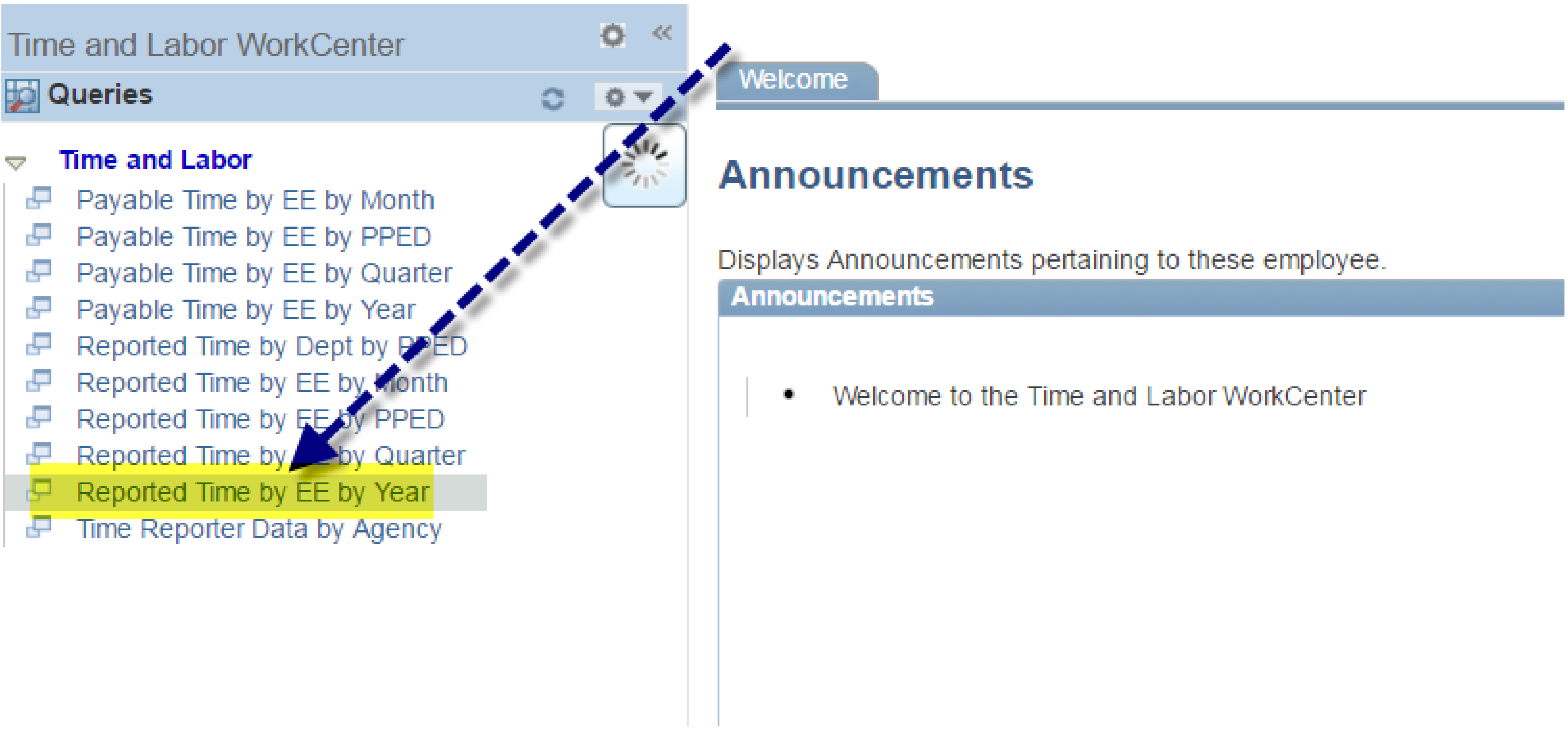


Sections of the WorkCenter page

- The left side displays the queries that are available to be run
- The right side displays the Announcements or Welcome section
- After the query is generated, the results display on the right side

Time and Labor WorkCenter: Running a Query

Click the Query name (on the left side of the page).



Time and Labor WorkCenter: Running a Query

Enter the criteria, such as Employee ID, and Year in the example displayed below. **Note**: Empl ID is not a criterion, so if the employee is on more than position (Empl Rcd) within your agency, the results will include data for both positions.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID K0000012345

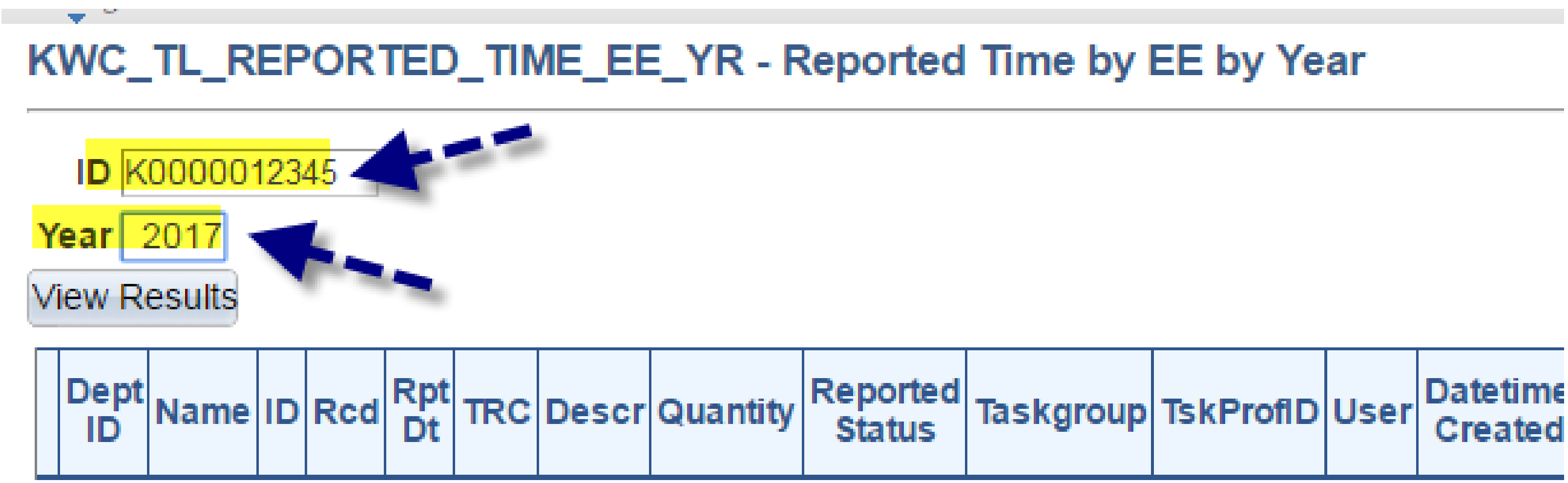
Year 2017

View Results

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup	TskProfID	User	Datetime Created

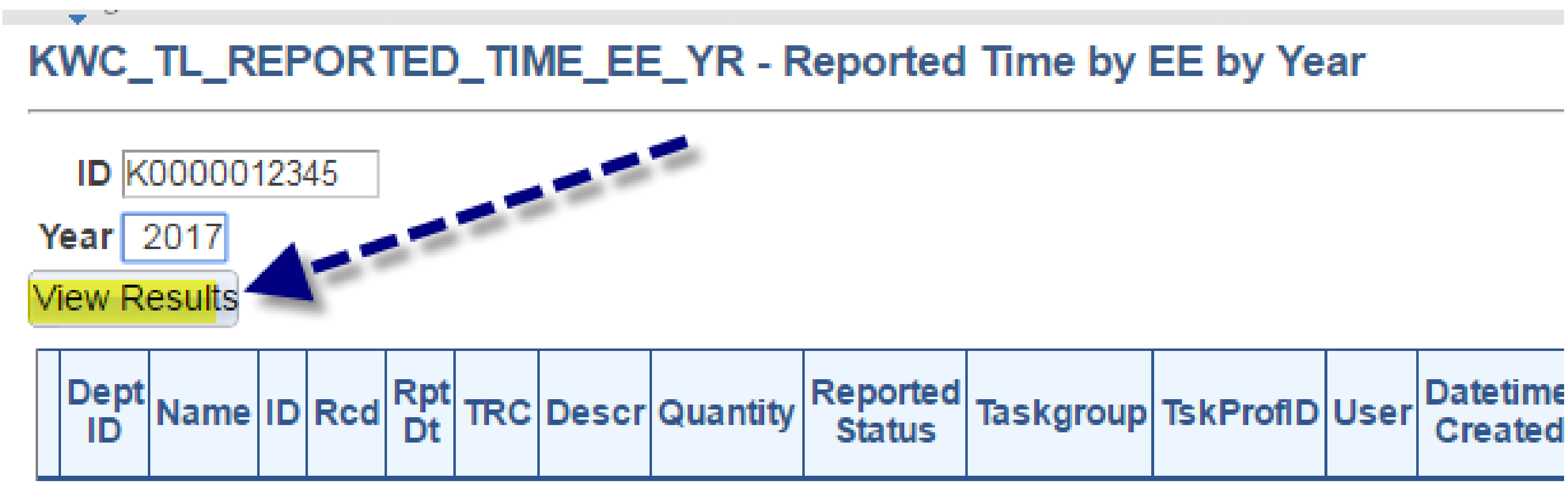
❑Time and Labor WorkCenter: Running a Query

Enter the criteria. In the example below we entered Employee ID, and Year. **Note**: Empl ID is not a part of the criterion, so if the employee is on more than position (Empl Rcd) within your agency, the results will include data for both positions.



Time and Labor WorkCenter: Running a Query

Click “View Results”.



Time and Labor WorkCenter: Running a Query

The query results display on the right side of the page. **Note**: There are size limitations, so if the results are too large, you may want to chose a different query to run. The results displayed are tied to the Department access you have. Results do not include employee data from other agencies; only data from your own agency.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID K0000012345

Year 2017

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (58 kb)

View All

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup
1	5658561020	Cat, Tom	K0000012345	0	03/13/2017	REG	Regular Earnings	8.000000	SB	565NONTASK

Time and Labor WorkCenter: Downloading to Excel

Click “Excel SpreadSheet” to download the results in Excel where you can sort and filter the results.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID K0000012345

Year 2017

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (58 kb)

View All

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup
1	5658561020	Cat, Tom	K0000012345	0	03/13/2017	REG	Regular Earnings	8.000000	SB	565NONTASK

Lesson 3: Exceptions, Audits, and Reports

Lesson Summary

Exceptions are generated when the Time Administration process checks reported time against pre-set rules and finds that the rules are violated. Timekeepers and HR Administrators work together to correct exceptions.

The reports in Time and Labor are designed to assist you with the time entry and exception management processes. Details on each report are located on the SHARP Reports website.

The **Reported Time Audit** page allows you to view current reported time for an individual employee. Use the **History** link to view the User ID of the person who entered the reported time as well as the date and time when the time was reported.

In this lesson, I walked you through the basics of managing exceptions, printing time documents, and reviewing the Reported Time Audit page.

Lesson Summary Continued

It is a joint responsibility of the Agency Time and Labor Timekeeper and Agency Time and Labor Personnel Staff to review exceptions each day during the payroll calculation week.

Only exceptions with a low or medium severity can be marked as allowable.

The Time and Labor WorkCenter lists queries for Payable Time, Reported Time (Timesheet) and Time Reporter Data.

The WorkCenter is your gateway to Time and Labor Queries. Queries can be downloaded easily into Excel so they can be parsed and sorted as needed. Additional Queries may be added later.

Course Completion!

Congratulations! You have finished each lesson for this course. You must now take the course assessment.